

Orchard House School
Physical Education and Health Teacher, Transportation Coordinator
(Revised October 4, 2018)

General Information:

- A ten-month, part-time salaried employee with all applicable benefits
- Additional key duties determined by the Head of School as needed
- Up-to-date certifications in CPR/First Aid/AED, MAT, and MAT(D) required
- Up-to-date CDL licensure (Class B or C with passenger endorsement) *preferred*
- P.E. class often takes place off-site; *willingness to secure CDL helpful*

Reports to: Head of School

FLSA Status: Exempt

Responsibilities (Physical Education and Health Teacher):

Implement an established, four-year, middle school (grades 5-8) Physical Education and Health curriculum and adapt it to current needs and trends. The Physical Education and Health curriculum promotes the general importance of physical activity; exposes girls to a wide variety of physical activities; teaches girls about human body systems; and instills awareness of how different lifestyle choices impact body systems so girls make informed choices now and in the future.

To accomplish these goals, the Physical Education and Health teacher incorporates active participation in both team sports and individual activities; active participation in class discussions; reflecting, goal setting, and journaling; the use of creative, fun games to teach health concepts; research projects; films; websites; and a collection of books and resource materials available to students.

Job Description (Physical Education and Health Teacher):

The Physical Education and Health teacher is responsible for the following essential duties:

- 1) Teaching four grade levels per quarter;
- 2) Using teaching techniques (explanation and demonstration) that support the mission and philosophy of the school which include discovery and constructivist approaches to learning;
- 3) Establishing a learning environment that inspires learning;
- 4) Attending faculty and departmental meetings;
- 5) Communicating with parents through conferences and other means;
- 6) Completing student reports and evaluations in a timely and mission-consistent manner;
- 7) Following personnel policies as described in the Employee Handbook and supporting student behaviors as described in the Family Handbook;
- 8) Participating fully in the life of the school in terms of academics (providing high quality instruction to students); professionalism (continually focusing on

professional growth and renewal); culture (engaging in collegial activities and supporting all members of the school community).

- 9) Maintaining familiarity with the Student Health Summary and ongoing student health needs

Job Description (Transportation Coordinator):

The Transportation Coordinator is responsible for the following essential duties:

- 1) Maintain up-to-date CDL licensure (with passenger endorsement) *preferred*
- 2) Drive physical education classes to and from the field and gym *preferred*
- 3) Transport sports teams to practices and games *preferred*
- 4) Drive the bus for field trips as requested *preferred*
- 5) Secure a substitute bus driver when needed
- 6) Oversee maintenance of the bus; maintain file of all bus maintenance records
- 7) Maintain records associated with the operation of the school bus, including but not limited to the Daily Bus Inspection Checklist
- 8) Coordinate with the Director of Operations to ensure the necessary Crisis Plan and insurance documents are in the bus, up-to-date, and accessible to all bus drivers
- 9) Assist with the orientation of new bus drivers

Essential Skills (Physical Education and Health):

- (1) Bachelor's Degree (required) with Physical Education/Health-related field as a major; Master's Degree (preferred);
- (2) A minimum of two years experience teaching in a school environment (preferred);
- (3) Knowledge of middle school girls' education; passion for teaching and for working with middle school students;
- (4) Strong communication and organizational skills; ability to apply technology effectively;
- (5) Strong instructional planning and preparation skills; ability to evaluate all students' progress consistently and effectively;
- (6) Ability to teach in a manner that supports different learning styles;
- (7) Ability to hold students to high but not necessarily uniform standards;
- (8) Willingness and ability to assess student work in multiple ways and in a timely manner;
- (9) Flexibility; commitment to refining familiar teaching strategies and to exploring and developing new research based teaching strategies;
- (10) Strong orientation towards personal/professional growth and success;
- (11) Strong orientation towards teamwork, institutional success, and community success.